

ANNOUNCEMENT NUMBER:

OPEN TO:	All Interested Candidates
POSITION:	Public Diplomacy/Economic Assistant, FSN – 7,8,9
OPENING DATE:	September 7, 2005
CLOSING DATE:	September 30, 2005
WORK HOURS:	Full-time; 40 hours/week
SALARY:	Actual Grade and salary will be based on the qualifications of the applicant.

The U.S. Embassy in Kolonia is seeking an individual for the position of Public Diplomacy and Economic Assistant.

BASIC FUNCTION OF POSITION

Plans, schedules, and implements U.S. Embassy/public diplomacy, economic, commercial and environmental activities in the Federated States of Micronesia under general supervision of the Deputy Chief of Mission.

A copy of the complete position description listing duties and responsibilities is available from the Management Office. Contact 691-320-2187.

QUALIFICATIONS REQUIRED

1. University degree in economics, liberal arts, international relations or related fields is highly desired. An associates degree in one of these fields is required.
2. Four years progressively responsible experience in economics, public relations, politically related, or with Non – Governmental Organizations.
3. Thorough knowledge of host country's economic, political and social structure and its key personalities.
4. Good knowledge of U.S. Governmental, business, education, and environmental process.
5. Excellent telephone skills.
6. Ability to use computer applications such as Microsoft Word and Excel.

SELECTION PROCESS

When equally qualified, Eligible Family Members and U.S Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in his/her application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.
3. EFMs who currently hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

TO APPLY

Interested applicants for this position should submit the following:

1. Application for Federal Employment (SF – 171 or OF – 612): or
2. Current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position.

DEFINITIONS

1. EFM: US Citizen spouse or US citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post under Chief of Mission authority.
2. Family Member (FM): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children not covered by the Department's current definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country, or a citizen of another country who has established residency in the FSM, and has the required work and/or residency permit for employment.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on these employees' travel orders and under Chief of Mission Authority, or other personnel having diplomatic privileges and immunities.

SEND APPLICATION TO

Management Office
American Embassy
Box 1286
Kolonja, Pohnpei FM 96941
Phone: 691-320-2187
Fax: 691-320-2186

CLOSING DATE FOR THIS POSITION: September 30, 2005
An Equal Opportunity Employer